



Erasmus + International Credit Mobility Teaching Staff (Partner Countries)

If you have been nominated by your home university for a Teaching Staff mobility, these are the steps to be followed:

1. **PREADMISSION LETTER.** The teaching staff must be accepted by the Department of their academic profile to teach in UGR undergraduate and graduate courses (**min. 8 teaching hours**, integrated within the official teaching programme during **5 working days** (Monday to Friday).

In order to facilitate the pre acceptance process please download a pre- acceptance letter template for you to send your contact person at the UGR to speed up the process along with a brief CV: sl.ugr.es/0a20

You can contact the department or the lecturer with suitable academic profile directly to get this preadmission:

Departments at the UGR: sl.ugr.es/0a1Z

Should you have difficulties at this step please contact the responsible person in charge of International Relations at each Faculty or School: sl.ugr.es/09uz Please mention that you have been nominated under the Erasmus+: International Credit Mobility Programme and attach your brief CV.

If you do not manage to get a pre acceptance letter **after 2 weeks** please contact our **International Welcome Centre** at welcome@ugr.es to request assistance. Please indicate in your message the departments or Faculties your tried to contact with and attach your brief CV.

2. **PERIOD OF STAY.** Dates for the period of the stay must be agreed with the UGR department or lecturer considering the UGR Academic Calendar. Please, check non-teaching periods before planning your mobility. Remember that your stay must take place during **5 working days** (Monday to Friday) and contain at least **8 teaching hours**.
3. **DOCUMENTATION.** Fill in the following documents:

Contact Details Form (Excel table): sl.ugr.es/0a1Y

Staff Mobility Agreement for Teaching: sl.ugr.es/0a1X Please sign the document and have your Institution sign and seal the document as well. The exact dates of your mobility must be included. Please note that the maximum days of mobility are 5 (do not include travel dates).

As soon as you have the **contact details** Excel form filled in, the **pre acceptance confirmation** from a contact person at the UGR signed and stamped with specific dates of mobility (8 hours of teaching) as well as your **mobility agreement** duly signed and stamped from you and your home institution, please send all these documents to the email address intldimension@ugr.es

4. **OFFICIAL INVITATION LETTER.** When the above documents are received and approved we will issue an invitation letter from the International Relations Office which will serve you to apply for your visa, etc.
5. **GRANT AGREEMENT.** You will also receive a Grant Agreement which will explain the conditions of the scholarship. You have to sign and send the scanned document at intldimension@ugr.es before the beginning of your mobility. **Please bring 2 signed original copies with you to Granada.**
6. **TRAVEL ARRANGEMENTS.** Please purchase your flight ticket and arrange your accommodation. You will receive the payment of your scholarship upon arrival.

Please remember that **it is mandatory to be in possession of a travel insurance policy** covering at least accidents, medical expenses, and repatriation costs for the whole mobility period. Therefore,



we kindly ask you to send a copy of your insurance policy to intldimension@ugr.es as soon as possible.

7. **ARRIVAL AT THE UGR.** When you arrive please drop by our office **from 11:00 am to 14.00 pm** bringing with you **the two original copies of the grant agreement and your passport.**

Oficina de Relaciones Internacionales/International Relations Office
Universidad de Granada/University of Granada
Complejo Administrativo Triunfo
Avenida del Hospicio s/n, 18071 Granada (SPAIN)

Google Maps Location: <https://goo.gl/maps/WFhB5h2yu222>

8. **CERTIFICATE OF ATTENDANCE.** When you finish your mobility it is mandatory that you fill out the certificate of attendance at the department of the UGR. Please remember to bring one original copy to our office. sl.ugr.es/0a1T
9. **ONLINE SURVEY.** Please note that you will receive an online survey at your email account upon completion of your stay. Fulfillment of this survey is mandatory.

Wi-Fi Access: You should be registered into our data base in order to give you the possibility to Access to our Wi-Fi Please take into account that with our Wi-Fi you will be able to work only at any building which belongs to the University. We will register you in the previous week of your arrival. Therefore it is a priority for us to know the exact dates of your mobility. Once you are registered and we have asked permission to our IT to give you Wi-Fi Access, you will receive a mail of confirmation with a link. Entering into that Link you will receive your username and your password.

Should you need assistance with accommodation, Visa, WiFi access or related issues regarding your arrival and stay, please contact the International Welcome Centre of the UGR at welcome@ugr.es

Please see below for further useful information:

Visitors guideline: sl.ugr.es/0a25